

Personnel 1/2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive *wy*

FROM : Personnel Director

SUBJECT: Application for Employment []

CONFIDENTIAL

DATE: 20 October 1949

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A complete review of your letter of 13 October 1949 and the attached chronology of this case has been made. As you indicated, discussions have been held with []

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Complete responsibility for the inexcusable delay rests squarely on the Personnel operation. There have been procedures established for the past two years which supposedly preclude such a situation from arising; i.e. (a) all mail applications will be acknowledged upon the day of receipt, (b) a time limit of five days for the operating offices in the handling of cases has been in effect since January of 1948, and (c) a continual program of advising applicants relative to the status of their case every thirty days has been in effect for a similar period of time. Due to the complete disregard for these verbal and written instructions, we have the resulting ridiculous situation in connection with [] In order to preclude the possibility of this situation arising again, I have on 18 October forwarded the attached memos to the individuals concerned. As you can see, these letters place full responsibility for individual cases squarely upon the Procurement Officer, whose name appears on the referral sheet.

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In addition, I have discussed the situation with the Assistant Directors and followed up with a memorandum relative to the time limits as set forth in the attached memo. Meetings have been held by the Personnel Chiefs and complete understanding exists as to the imposition of the one week's leave without pay penalty. Any repetition by a Procurement Officer after one "oversight" in this regard results in an unsatisfactory efficiency rating and resultant dismissal.

Although it is irrelevant and is not set forth to rest the responsibility of the Personnel people in this particular case, your attention is called to the fact that the 47-day delay stated in the attached chronology exists in ORE, not Personnel. I fully realize, as do the people concerned, that this is the final responsibility of Personnel. However, [] held this case from 8 August 1949 to 26 September 1949 when the Procurement Officer personally visited that office and picked the case up. The statement on the chronology that Personnel was wrong in telling [] that his papers were still being considered is incorrect. In addition, the final referral to OPC, referred to in your last paragraph, is the result of discussion between the same [] and the Far East planning people of OPC. The reason for the second referral was because of finalized staffing plans for the [] operation on 3 October 1949.

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Class. Changed To:	TS
Auth.	HD 78-21-78
Date:	[]

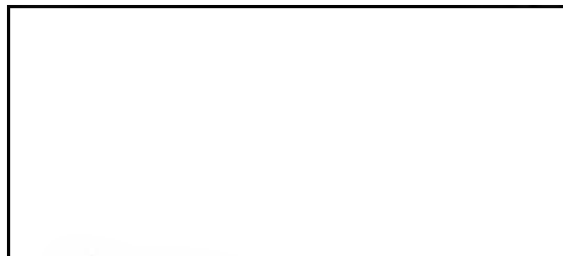
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There is attached a recommended reply to letter of
19 October 1949.

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WILLIAM J. KELLY

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